
MONO COUNTY
Request for Proposals

Title 24
Jail Needs Assessment

Due Date: Friday, May 8, 2009; 4:00 PM



Mono County Finance Department
55 Bryant Street
Bridgeport, California 93517



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PROJECT DESCRIPTION

Introduction. Mono County is seeking a qualified criminal justice consulting firm to provide Jail Needs Assessment for the Sheriff's Department in accordance with Title 24 of the California Code of Regulation. This planning and design work will describe future need and provide materials that might be used for the County to obtain grant funding under Assembly Bill (AB) 900 Phase I, Round 2. Components of this work effort will include but are not limited to the following:

- review and comply with the Title 24 needs assessment requirements
- become familiar with and understand the Sheriff's detention operations
- prepare the detailed needs assessment study as mandated by Title 24
- if requested, assist with site selection for an expanded or new adult detention facility
- if requested, assist with the identification of potential funding sources to meet the identified need and a strategy to obtain those funds
- if requested, assist the Sheriff's Department with the preparation of AB 900 grant and/or other funding applications

Because of the County's urgent need for new detention facilities and its need to be prepared to submit an AB 900 construction grant application in mid to late 2009, this project must be completed no later than July 31, 2009.

Scope of Services. In order to be considered for this work a firm must be capable of the following:

1. Interaction with the Sheriff's Department and other county, state, federal and private agencies as necessary (communication protocols must be in place to ensure that Mono County and Sheriff's personnel constantly are aware of the project status).
2. Becoming familiar with Sheriff's Department detention operations and gathering information required for this consulting effort in a timely and efficient manner without unnecessarily disrupting the work of the Sheriff's Department.
3. Providing the detailed jail needs assessment as mandated by Title 24. The needs assessment will include the following sections:
 - A. Elements of the System
 - B. Operational and Design Philosophy
 - C. Current Inmate Population
 - D. Classification System
 - E. Program Needs
 - F. Analysis of Local Trends and Characteristics (including projections)
 - G. Adequacy of Staffing Levels
 - H. Ability to Provide Visual Supervision
 - I. History of Record Keeping
 - J. Compliance with Standards
 - K. Unresolved Issues

4. [If requested] Assisting with site selection by using rated criteria to compare operational costs, site amenities, availability of utilities, compatibility with proposed use, ease of access, transport issues and costs, security factors, etc.
5. [If requested] Developing an architectural program for the new or expanded detention facility. The architectural program will identify and discuss each component, unit and space and comply with all applicable codes including the requirements of Titles 15 and 24. The program will discuss operations by building component, provide net and gross square footages, discuss building systems and include a preliminary project schedule and budget.
6. [If requested] Assisting with the identification of potential funding sources to meet the identified need and a strategy to obtain those funds. Potential funding sources to be examined include but are not limited to:
 - A. Federal, State and Private Grants
 - B. Impact Fees
 - C. Lease/Purchase Financing
 - D. Certificates of Participation (COP)
 - E. California Infrastructure and Economic Development Bank Loans
 - F. Other methods as applicable
7. [If requested] Assisting with the preparation of grant and/or other funding applications.

The successful firm will be expected to make at least three presentations each to the Sheriff's Department, the Director of the Finance Department, the CAO and his staff and the Mono County Board of Supervisors. Up to three public meetings also may be required.

PROPOSAL INFORMATION AND INSTRUCTIONS

Review of RFP and Subsequent Communications related to the RFP. Proposers are expected to review this RFP in detail. Failure to do so will be at the proposer's risk.

Scope of Services and Proposal Submittal/Evaluation Questions. Any questions concerning the scope of services for this consulting effort should be referred to the Director of the Finance Department, Brian Muir, by e-mail (bmuir@mono.ca.gov). Any questions concerning the proposal submittal process and evaluation also should be referred to the Director of the Finance Department at the same email address as above. All questions must be received no later than Friday, May 1, 2009 at 5:00 PM. Questions submitted by any means other than e-mail will not be accepted. Contacting anyone else at the Finance Department, Sheriff's Department or Mono County in reference to this project will result in the disqualification of the firm represented by the person that made contact. Should any changes result from these questions they will be provided no later than Monday, May 4, 2009 by e-mail to all parties who requested a proposal.

Notification of Intent to Submit a Proposal. All firms who intend to submit a proposal are required to notify the Director of the Mono County Finance Department (Brian Muir) at the e-mail address indicated above. This will assure that interested firms will receive responses to questions and any addenda that may be issued.

Affirmative Action. Mono County is an Affirmative Action/Equal Opportunity Employer. Proposers shall be aware of the requirement for compliance with Executive Order 11246, titled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the regulations of the U.S. Department of Labor (41 CFR part 60).

Rejection of Proposals for Cause. The County may reject any or all proposals received in response to this RFP if it is determined that the proposer is not responsive or if the public interest would be served by such a rejection.

Right of Waiver. Mono County reserves the right to waive any irregularities and/or informalities in submitted proposals. Should the County elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.

County Professional Services Agreement. Upon selection of the successful firm, a County standard professional services agreement will be provided for its execution.

Ownership of Proposals. All proposals shall become the property of Mono County and will not be returned.

Proposals as Public Records. All proposals received in response to this RFP may become public records under the laws of the State of California and the public may be given access to them after the formal selection process has been completed.

Proposal as Part of the Professional Services Agreement. The contents of the proposal submitted by the successful firm and accepted by the County will become part of the successful proposer's contractual obligations and will be included in the professional services agreement with Mono County.

Extension of Agreement. Mono County and the successful proposer may extend any resulting agreement for additional work or time periods based on satisfactory performance by the successful proposer and written mutual consent.

Conflict of Interest. Proposers warrant and covenant that no official or employee of Mono County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the contract for this project.

Status of the Successful Proposer. The successful proposer will have the status of an independent contractor and will not be either an officer or employee of Mono County.

PROPOSAL REQUIREMENTS AND CONTENT

Introduction. These proposal requirements are provided to assist Mono County's evaluators in easily and accurately comparing proposals. Generic proposals are not desired and will be considered non-responsive.

Format. All typeface will be Helvetica, Arial or similar and have a font size of 10 pts. or greater so that proposals may be read easily. Do not use any condensed fonts. All pages will be numbered for ease of reference by evaluators.

Page Limits. The maximum number of allowable pages for each section of your proposal is indicated below in the discussion of the specific contents desired. Exceeding the maximum number of allowable pages in any section will be considered non-responsive.

Contents of the Proposal. Please include the sections listed below in your proposal. Supplementary brochures and information are not desired and will not be reviewed.

Cover Letter or Executive Summary (Maximum 2 pages). This section will provide an overview of the critical elements of your proposal and include the signature of an officer authorized to represent the firm.

1. Firm Background and Team Composition (Maximum 4 pages). Identify your firm and its capabilities along with the resumes of the key personnel who will work on our project. Provide:

- the name and address of the firm with contact information;
- the firm's office location;
- a brief history of the firm;
- firm capabilities;
- number of personnel in the firm;
- brief resumes for the firm's key staff who will be assigned to this project (identify related experience on similar projects for counties in California and provide at least three personal references for each professional from your firm; these professionals will be expected to have an active and visible role in providing services for this project); and
- brief resumes for any sub-consultants' key staff that will be assigned to this project (provide related experience on similar planning projects for counties in California; identify any sub-consultants whose principal office is outside the State of California; again, the key professionals from your sub-consultants will be expected to have an active and visible role in providing their specialized services for this project).

2. Related Experience (Maximum 4 pages). Obviously we are interested in retaining a firm that has related experience on similar projects for California counties and a working relationship with the Corrections Standards Authority¹ (CSA). Provide:

- a brief summary of the five most recent projects on which the firm provided services directly related to those envisioned in this RFP (include the project name, dates of the project, the project budget and a reference with a telephone number);

¹ This agency formerly was the California State Board of Corrections (BOC).

- a list of significant commissions performed for criminal justice entities in California counties during the past ten years (include the project name, the contracting agency and a reference with telephone number); and
- any other relevant information on directly related experience.

3. **References on Related Projects Managed by Your Proposed Project Manager (2 pages).** We are interested in your proposed project manager's performance on related projects. Provide:

- a list of five references for similar projects (include the project name, the name and title of the reference with a telephone number and a brief description of the project); and
- identify any reference that works for a California county that has been a repeat client for your firm.

4. **Project Approach (Maximum 4 pages).** Describe the tasks that will be necessary to successfully complete the work identified in this RFP. Provide a clear and concise outline of the tasks for the proposed Title 24 Jail Needs Assessment. Write this approach specifically for this project. Submission of generic "boilerplate" will be considered non-responsive. Include your quality assurance methods as part of this outline.

5. **Project Schedule (2 pages).** Describe your experience in meeting project schedules and provide a proposed schedule for this project that identifies milestone dates. (Assume a project start date of June 3, 2009.)

6. **Fee Schedule (1 page).** This is not a request for a fee proposal; however, we are interested in the hourly rates of the professionals who will work on our project since the County must protect our taxpayers' resources. Provide a fee schedule for your proposed staff and the proposed staff of your sub-consultants. The County will not pay reimbursable expenses separately. Include all reimbursable expenses (including travel) in your hourly rates.

Proposal Signature. A duly authorized representative of the proposing firm must sign the proposal. This signature should appear on the cover letter or in the executive summary. Unsigned proposals may be rejected.

Required Copies. One original and six copies shall be delivered by the time and to the place stipulated in this RFP. It is the proposer's sole responsibility to ensure that their proposal is received at the place, date and time specified. Any proposal received after the scheduled closing time will not be accepted. Oral, facsimile, telephonic or telegraphic proposals or modifications to submitted proposals will not be considered.

Due Date and Conditions of Receipt. Responses are due at the office of the Director of the Finance Department no later than 4:00 PM, Friday, May 8, 2009. Proposals are to be sealed, labeled "Mono County Sheriff's Department Title 24 Jail Needs Assessment Proposal" and delivered to the Department of Finance at 55 Bryant Street, Bridgeport, California 93517. A postmark does not constitute receipt. Late proposals will not be accepted under any circumstance.

EVALUATION AND NEGOTIATION PROCESS

Proposal Evaluation Process. Proposals that meet the requirements of this RFP will be reviewed, evaluated and ranked by a committee formed by the County. The Mono County reserves the right to make a selection based solely on the information contained in the proposals. Alternatively, the County may choose to develop a short list and interview up to three firms.

Evaluation Criteria. The evaluation criteria will include but will not be limited to the following:

1. An understanding of the work effort required and the demonstrated competence by the firm, the sub-consultants and the proposed key personnel in providing similar services.
2. Professional excellence in the requested consulting services requested as exhibited by the number of repeat clients and confirmed by conversations with references.
3. The reliability of the proposed project manager, the firm and the continuity of key personnel including the key personnel of any sub-consultants.
4. The firm's knowledge of and familiarity with detention facility planning, design and operations in relatively small California counties.

Interviews. If the County determines that interviews are necessary, up to three firms will be interviewed. Interview participants will be limited to those specifically providing the services requested in this RFP. Personnel whose primary function is marketing should not participate in the interview since County staff and the Sheriff's command staff will use the interview to get to know those professionals with whom they will be working as the project progresses. Your interview team will be limited to three professionals and must be led by your proposed project manager. One hour will be allocated for each interview with half an hour for your presentation and half an hour for questions by Mono County staff. The entire interview will be devoted to your proposed process for meeting the very specific needs of this RFP since your more general qualifications will have been reviewed when your proposal was evaluated.

Negotiations. Mono County reserves the right to negotiate any terms and conditions of proposals received with the selected firm prior to entering into a professional services agreement. Negotiations will be conducted with the highest ranked firm. If the County fails to reach an agreement with the highest ranked firm, negotiations will be conducted with the next highest ranked firm. This process will continue until the County is able to negotiate a mutually acceptable contract.

Contract Award. The County reserves the right to accept or reject any and all proposals, waive any irregularity and to require the proposer to verify, clarify or explain any part of the submitted proposal. Contract award will be based on the selection of the firm deemed most qualified as well as on successful scope/fee negotiations and approval by the Board of Supervisors.

SELECTION PROCESS SCHEDULE

Discussion. The County will make every effort to conform to the schedule provided in the table below; however, unforeseen circumstances may cause some delay. All proposers will be notified if a delay occurs at any point in the process.

Table 1
Selection Process Milestones

EVENT	DATES
Issue RFP	April 17, 2009
Questions Due (5:00 PM)	May 1, 2009
Proposals Due (4:00 PM)	May 8, 2009
Proposal Evaluations	May 9 – May 15, 2009
Announce Selection or Short List	May 18, 2009
Interviews (if necessary)	May 21, 2009
Announce Interview Ranking (if necessary)	May 22, 2009
Negotiations	May 25 - 26, 2009
Present Agreement to the Board	June 2, 2009
Begin Project	June 3, 2009

HOLD HARMLESS, INDEMNIFICATION AND INSURANCE REQUIREMENTS

Hold Harmless. The successful proposer agrees to hold and save harmless Mono County from any loss, damage or liability, including the risk of loss or damage to the consultant's property, resulting from any act, failure to act or omission on the part of the successful proposer in carrying out the provisions of the resultant contract, except those grossly negligent acts of a Mono County employee acting within the scope of his/her official duties. The successful proposer agrees, without expense to Mono County, to save Mono County harmless from and defend Mono County against all losses, all liabilities, expenses and other detriments of every nature and description to which Mono County may be subjected as a result of claim, demand, action or cause of action which may be made or had against Mono County as result of any negligent acts or omissions on the part of the successful proposer.

- **Indemnification.** Consultant shall defend, indemnify and hold Mono County, its officials, officers, employees and agents free and harmless from any and all liability from loss, damage or injury to property or persons, including wrongful death, in any manner arising out of or in connection with consultant's performance, including without limitation the payment of attorneys' fees. Further, consultant shall defend at its own expense, including attorneys' fees, Mono County, its officials, officers, employees and agents in any legal action based upon such acts, omissions or willful misconduct.

Insurance. The consultant shall obtain insurance of the types and in the amounts described below.

Commercial General Liability Insurance. Consultant shall maintain occurrence version commercial general liability insurance of equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the agreement or be no less than two times the occurrence limit (\$2,000,000).

Business Automobile Liability Insurance. Consultant shall maintain business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for hired vehicles. Non-owned vehicles shall be covered by the general liability policy.

Professional Liability Insurance. Consultant shall maintain errors and omissions insurance with a limit of not less than \$1,000,000 for each claim and a total aggregate of \$2,000,000. Such insurance shall be maintained for a minimum of three years following completion of services.

Worker's Compensation Insurance. Consultant shall maintain worker's compensation insurance with statutory limits.